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2 ISSUE | 1 VOLUME | MAY 2019

Procurement Update



A Closer Look at FY19 Year-End Dates

Curious about how Procurement Services determines year-end dates? Read below to find out more.

✓	DOCUMENT	DEADLINE
✓	Contracts over \$1 million*	May 3
✓	Requisitions (RFQs) for bid process	May 10
	P-Card purchases	June 1
	Contracts under \$1 million	June 7
	RFQs w/ Waiver of Competitive Bid (WCB)	June 7
	Contracts with July 1 start date	June 14
	Delivery Orders	June 14
	Paperless modification requests	June 21
	Delivery Orders to pay invoice	June 26

*Contact laurie.a.andre@maine.gov to discuss any contracts over \$1 million that are past the May 3 deadline.

P-Card Purchases

June 1 is the final day to make P-Card transactions under the FY19 budget.

The P-Card cycle will close on Tuesday, June 4th. Agencies will have from **Wednesday, June 5th through Tuesday, June 11th to submit their expense reports** for processing out of FY19. Purchases made after June 1 will be expensed to the FY20 budget.

Requisitions (RFQs)

RFQs for Bid – The **May 10** deadline has been established to allow Procurement Services time to work with agencies in developing concise specifications for each RFQ. The deadline also provides a standard 2-week bid period and time for conducting the bid evaluation, followed by an intent to award period of 15 days.

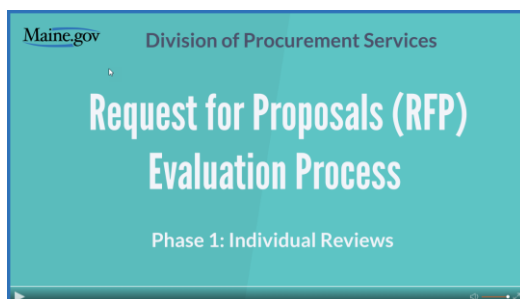
RFQs with WCB – We have set the deadline for **June 7** to allow the required 7-day posting period before the Buyer Purchase Order (BPO) can be issued.

Delivery Orders

The Delivery Order deadlines (**June 14 and June 26**) were determined to provide agencies with staggered deadlines for all year-end documents, and to allow Procurement Services adequate time for approvals.

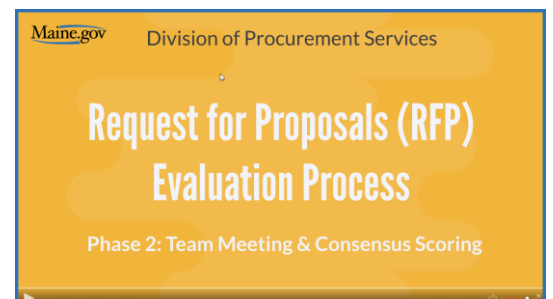


Training Videos for RFP Teams!



Check out our newest training videos for RFP evaluation teams posted on the Division of Procurement Services' **YouTube** channel:

- Phase 1: Individual Reviews**
- Phase 2: Team Meeting & Consensus Scoring**



Coming Soon!

Our next video for RFP coordinators will be available later this month!



Susie Q's

Check out these frequently asked questions and answers about **P-Cards** from P-Card Administrator, Sue Garcia!

Q1: How do I know when my P-Card expense report is due?

A1: The billing cycle runs every 2 weeks and closes at end of day on Tuesday. You will receive an email from TD Bank if

your agency has transactions in the system for the current billing cycle. Agencies have one week to review, enter descriptions, and submit for final approval.

Q2: What should I do if my account gets locked?

A2: Your approver can unlock your account. If you don't know who your approver is, contact Sue.H.Garcia@maine.gov

More questions? Watch this [video](#) or contact Sue!

New Forms!

You asked... We delivered!
New, easy-to-complete contract documents are now available on the [Forms](#) page.

- **Low Value Service Contract (LVSC)** – formerly BP18 Agreement for Special Services
- **Service Contract (SC)** – formerly BP54 Agreement to Purchase Services
- **Amendment (AMEND)**

The new forms are also listed by their new titles (shown in bold above) in Purchasing Maine. Any contracts on the old forms that are already in the pipeline will be accepted until September 30, 2019.

WCB-DUES Form for FY20

Speaking of new forms... It's time to resubmit a new WCB-DUES form in Purchasing Maine for FY20! This form identifies all membership dues and subscription fees for agencies, and it must be completed each fiscal year. Approved WCB-DUES forms will be posted to the [Notice of Intent \(NOD\) to Waive Competitive Bidding](#) web page.

Notable Numbers

Below are some statistics for FY19 – April and year-to-date (YTD).



DOCUMENT TYPE	APRIL		YTD	
	Doc Count	Value	Doc Count	Value
Request for Quotations	36		344	
Purchase Orders	72	\$1,058,278	1,014	\$31,795,176
Master Agreements	30		132	
Delivery Orders	1168	\$16,611,615	17,642	\$73,185,145
Contracts	409	\$35,731,595	4,293	\$768,597,253
P-Card Transactions	8,599	\$1,960,082	78,501	\$18,803,873
Waiver of Competitive Bid	145	\$24,023,455	1,586	\$355,709,147

Based on historical data, we have already exceeded last year's numbers for master agreements and delivery orders, and we estimate the following additional activity for May and June:

260 RFQs | **750** Purchase Orders | **770** Contracts | **4,700** P-Card transactions

PROCUREMENT POINT OF CONTACT



Have a question but not sure who to contact in Procurement Services?

Click the [Contact Us](#) link on our web page and navigate to the link for "Procurement Services Contact List."